

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST UGANDA	2. AGENCY USAID	3a. POSITION NO. 9045R
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)
- ☒ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Program Development Assistant/Budget	FSN-9		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Development Assistance Specialist	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION: Economic Growth	a. First Subdivision:
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <p style="text-align: center;">Economic Growth Deputy Director</p> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Supervisor Date(mm-dd-yy) </div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <p style="text-align: center;">Economic Growth Director</p> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Section Chief/Head Date(mm-dd-yy) </div>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <p style="text-align: center;">Supervisory EXO</p> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION:

The position will be located in USAID Uganda's Economic Growth Office. The primary purpose of this position is to provide support to the entire Economic Growth Office in managing its financial portfolio of, for FY 2015, approximately an \$85 million annual budget. The position will assist the Economic Growth Office Director in developing the annual program budget; developing the office's cost of operations budgets; oversight of procurement actions; tracking procurement documents; updating the procurement plan; completing financial reporting requirements for Presidential Initiatives and other USAID funds, and assisting the director/deputy director and the team leaders in responding to additional financial information needs as requested.

BACKGROUND:

This position is for an FSN professional to serve in the Economic Growth Office (EG), at USAID/Uganda. The EG Office team comprises five functional units: Environment and Natural Resources Management; Vulnerable Populations;

Agriculture; Private Sector, and Project Support. The position is housed in the Project Support Unit and has major roles and responsibilities supporting all units as noted.

14. MAJOR DUTIES AND RESPONSIBILITIES:

Overall, the incumbent's major responsibilities will be categorized as below:

Financial Management (70% of time)

With limited supervision, the incumbent will provide programmatic and administrative leadership in structuring, updating and overseeing the entire Economic Growth financial portfolio, which is \$85 million in FY 2015 funding and is becoming increasingly complex in terms of nature of funding sources. The incumbent is responsible for monitoring funds to include: Infrastructure, Government to Government, Energy, Humanitarian Assistance, Climate Change, Water, Biodiversity, and Food for Peace.

Responsibilities:

- a) Works with the Economic Growth director and deputy director as well as unit leaders and counterparts in the offices of Financial Management (OFM) and Program & Policy Development (PPD) and Acquisition and Assistance to construct Economic Growth program budgets by program area and element level and by congressional earmarks for planning purposes;
- b) Assists team leaders and other team members in providing and understanding financial data and analysis for quarterly, semi-annual and annual reports;
- c) Receives quarterly financial Pipeline data from the Office of Financial Management, reviews activities with activity managers and team leaders, provides an oral pipeline analysis to Economic Growth director and deputy director for quarterly mission pipeline and procurement plan reviews;
- d) Works hand-in-hand with the Program & Policy Development Office on the Economic Growth Congressional Budget Justification, Performance Plan Report, annual obligations by program area, documentation for obligation into development objective agreements, amendments/modifications, and on preparing the field support budget for USAID/Washington; e) tracks Economic Growth Office funds in all development objective agreements.

Procurement Support (30% of Time):

The incumbent will provide programmatic and administrative oversight to procurement actions across development objective teams.

Responsibilities:

- a) Works closely with activity managers to provide financial data for preparation of documentation on sub-obligations into specific implementing partner instruments and other mechanisms of a general and overall nature through GLAAS, Implementation Letters, and other mechanisms;
- b) Participates in the clearance process of GLAAS requests and other documents by reviewing and clearing off on the documents before they go to the director or deputy director;
- c) Works with activity managers, team leaders and the Office of Acquisition and Assistance representatives to update the Economic Growth Procurement Plan, prepares for the quarterly Mission pipeline and procurement plan review;
- d) Participates in program/pipeline/procurement Mission review, responding to Economic Growth budget-related procurement issues.

15. DESIRED QUALIFICATIONS:

- a. **Education:** Bachelors degree in Financial Management, Business Administration, and Accounting, Social Sciences or related field is required.
- b. **Prior Work Experience:** Two to three years of progressively responsible work in financial management, budgeting, accounting, business administration, program management, project development, social economic or related field is required. Prior experience working with international donor organizations or donor-funded projects in budgeting, financial management or related work is highly desirable.
- c. **Language Proficiency:** Level IV English ability (Fluent) is required.
- d. **Knowledge:** Demonstrated knowledge of accounting and budgeting practices and procedures is required. Knowledge of U.S. government accounting systems is desirable. Knowledge of program management, including

design, implementation, monitoring, and evaluation is desirable. Knowledge of applicable U.S. Congressional earmark requirements is desirable.

- e. **Skills and Abilities:** Strong interpersonal skills, demonstrated experience and ability to work in teams, clear concise writing skills, ability to meet tight deadlines, and logical analysis, accuracy and clear presentation skills. Proven ability to work collaboratively with a range of counterparts at all levels including those from host country government, NGOs, other USAID Missions, other donors and rural resource users. Computer literacy in word processing using Microsoft, and complex spreadsheets. Demonstrated experience in the preparation and presentation of complex reports and analyses. Self-directed with demonstrated ability to perform with minimal supervision.

16. POSITION ELEMENTS:

- a. **Supervision Received:** Immediate supervision will be from the Economic Growth deputy director. The immediate supervisor will provide the required guidance and mentoring on incumbent's technical and managerial performance.
- b. **Supervision Exercised:** The position is non-supervisory.
- c. **Available Guidelines:** In performing the work described, the incumbent will refer to the Country Development and Cooperation Strategy and Activity Approval Documents for guidance on team objectives and responsibilities, customer and partner relationships, norms, supervisory relations, internal procedures, evaluation standards and other matters, as may be periodically modified. Agency Automotive Directive System, General Notices, USAID Mission Orders and Standard Guides and Regulations as applicable.
- d. **Exercise of Judgment:** Exercises good judgment in determining application of Agency regulations and requirements, analyzing and recommending solutions and alternatives and evaluating data for reliability. A high degree of confidentiality and discretion is required in handling sensitive budgetary information.
- e. **Authority to Make Commitments:** This position holds no authority to make financial commitments.
- f. **Nature, Level, and Purpose of Contacts:** Contacts are maintained with Mission personnel, USAID Implementing Partners, USAID/Washington (as requested) and the Government of Uganda under the guidance of the PPD Office and the Economic Growth Director and Deputy Director.
- g. **Time Expected to Reach Full Range of Duties:** 52 weeks.